



## PUBLIC MARKET OF INTELLECTUAL PERFORMANCES

### French Development Agency

5 Rue Roland BARTHES  
75012 PARIS

**Subject:** SELECTION D'UN CABINET DE CONSEIL POUR CONCEPT ET DESIGN PRÉLIMINAIRE POUR LA RÉHABILITATION ET EXPANSION DE PRISTINA STUDENT CENTER INTO THE ATHLETES' VILLAGE ET LA RÉHABILITATION DE 13 FORMATIONS VENUES POUR LES 2030 MEDITERRANEAN GAMES

### Deadline for submitting applications

Date: the 29/09/2025

Time: 14:00 (Paris time)

### Deadline for submission of offers

Will be defined at the time of the call for tenders for the offer phase.

**Pay attention: no bid will be taken after the hour. Please note that applications sent by email will not be accepted.**

**CONTRAT UNIQUE, this rule of the procurement procedure and CCTP-TdR in English version are simple translations that do not have contractual value. If there is inconsistency between the versions, only French versions prevail.**

### Regulation of the consultation-Rule of the procurement procedure

**At this stage Phase 1: ONLY the elements nec Attention: During the first stage of the procedure (Phase 1 – Candidacy), only a candidacy file complying with the requirements detailed in Article 5.1 of this document is required to be submitted.**

**Only candidates pre-selected at the end of this phase will be invited, subsequently, to submit a technical and financial offer.**

NON CONTRACTUAL

# Summary

<b>1. Subject of the contract</b>	<b>4</b>
1.1 Form of the market	4
1.2 Duration of the contract – Renewal – Lead times	4
1.3 Contracts for similar services	4
<b>2. Organization of the consultation</b>	<b>4</b>
2.1 Procurement procedure	4
2.2 Justification in case of non-allotment	5
2.3 Provisions relating to groupings	5
2.4 Free variants	5
2.5 Imposed variants	5
2.6 Modification of the DCE	5
2.7 Validity period of the offers	5
2.8 Mandatory visits	5
<b>3. Content of the consultation file</b>	<b>6</b>
<b>4. Withdrawal of the consultation file</b>	<b>6</b>
<b>5. Specific provisions for phase 1 - Application</b>	<b>6</b>
5.1 Elements necessary for the selection of applications:	7
5.2 Judgment of the applications	8
5.3 Selection of applications	8
<b>6. Specific provisions for phase 2 - Offer</b>	<b>9</b>
6.1 Judgment of the offers	9
6.2 Award of the contract	11
<b>7. Conditions for sending and submitting applications and offers</b>	<b>11</b>
<b>8. Additional information</b>	<b>12</b>
<b>9. Appeal procedures</b>	<b>13</b>
<b>10. Appendix: Imposed response framework (to be provided only for those who will be invited to submit an offer, phase 2)</b>	<b>15</b>
<b>11. Appendix: Signature Certificate Requirements</b>	<b>17</b>

# 1. Subject of the contract

The purpose of the consultation is: SELECTION OF A CONSULTANCY FIRM FOR CONCEPT AND PRELIMINARY DESIGN FOR THE REHABILITATION AND EXPANSION OF PRISTINA STUDENT CENTER INTO THE ATHLETES' VILLAGE AND THE REHABILITATION OF 13 TRAINING VENUES FOR THE 2030 MEDITERRANEAN GAMES

Place of performance: KOSOVO and International.

## 1.1 Form of the market

The consultation is not broken down into lots. The services will give rise to a single market. This contract is also not subject to tranche or PO splitting.

## 1.2 Duration of the contract – Renewal – Lead times

The duration of the contract, the renewal terms and the execution times are set out in the Contract.

## 1.3 Contracts for similar services

The services, which are the subject of this consultation, may give rise to a new contract for the provision of similar services, entered into application of the negotiated procedure without prior publicity and without a call for competition and which will be carried out by the person awarded this contract.

# 2. Organization of the consultation

## 2.1 Procurement procedure

The present consultation is launched following the procedure with negotiation in application of Article R. 2124-3 4° and Articles R. 2161-12 to R. 2161-20 of the Code of public order.

The competitive procedure with negotiation will be implemented in 4 phases:

- **Phase 1** - call for applications/ candidates: Interested candidates must submit a candidacy file in compliance with the requirements defined in the consultation rules. This phase aims to select candidates admitted to submit an offer (based on their candidacy file in accordance with the provisions of Article 5 below)
- **Phase 2** - initial offer: Following the analysis of the candidacies, **a maximum of 4 candidates** will be selected to participate in the next phase. The selected candidates will be informed in writing of their admission to submit an initial technical offer.
- **Phase 3 - Possible negotiations**: Possible negotiations with the maximum **4** tenderers who presented the most economically advantageous offers when submitting the initial offer. Then, at the **second possible** round of negotiations with the **2** bidders who presented the most economically advantageous offers at the end of the first round.
- **Phase 4** - Final offer: aims to select **the final contractor** for the framework agreement (on the basis of technical and financial offers after possible negotiations).

AFD reserves the option of awarding the framework agreement based on the initial offers. As part of the negotiations, the selected candidates will be invited, on a strictly equal footing, to specify, supplement or amend their offer without any substantial changes being made to the specifications. At the end of this negotiation, it will select the most economically advantageous tender on the basis of the criteria for selecting tenders set out in this Regulation.

## 2.2 Justification in case of non-allotment

Devolution into separate lots is likely to restrict competition or risk making it technically difficult or financially more expensive to perform the services.

## 2.3 Provisions relating to groupings

The contract may be awarded to a single company or to a group of companies.

If the contract is awarded to a joint group, the joint agent shall be jointly responsible with each member of the group.

Possibility of submitting several tenders for the contract, acting both as individual candidates and as members of one or more groupings:

☐ Yes

☒ No

Or as members of several groups:

☐ Yes

☒ No

## 2.4 Free variants

Free variants are not allowed.

## 2.5 Imposed variants

There is no PSE planned.

## 2.6 Modification of the DCE

AFD reserves the right to make detailed changes to the DCE no later than **6 days** before the deadline set for the submission of offers.

The bidders will then have to respond on the basis of the amended file without being able to raise any claim in this regard.

If during the review of the file by the candidates, the above deadline is postponed, the previous provision applies according to this new date.

## 2.7 Validity period of the offers

The validity period of offers is 180 days from the deadline for submission of the final offer.

## 2.8 Mandatory visits

In order for each tenderer to be able to draw up his technical and financial offer precisely, visits prior

to the submission of tenders are possible.

Details about the organization will be given to the selected candidate for the offer phase.

### 3. Content of the consultation file

The consultation file includes the following documents:

- The present Rule of the procurement procedure.
- The Application form
- The Single Contract (CU) and its possible annexes
- The specific technical clauses book (C.T.P) also called TdR and its possible annexes
- The breakdown of the overall and lump-sum price.

### 4. Withdrawal of the consultation file

The contracting authority informs the candidates that the consultation file is dematerialized.

The Business Consultation File (DCE) can be consulted and downloaded free of charge at the following address:

<https://www.marches-publics.gouv.fr/>

In order to be able to decompress and read the documents made available by the contracting authority, economic operators must have software enabling them to read the following formats:

- Files compressed to standard \*.zip (readable by Winzip, Quickzip);
- Adobe® Acrobat® \*.pdf (readable by the Adobe Reader software);
- \*. doc or \*.xls version 2000-2003 (readable by Microsoft Office or OpenOffice);
- Rich Text Format \*.rtf;
- If applicable, the DWF format (readable by Autocad software, or viewers such as Autodesk DWF viewer...).

When downloading the consultation file, it is recommended that the company create an account on the dematerialization platform where it will include the name of the tenderer's organization, and an email address in order to keep it informed of any changes occurring during a procedure (addition of a document to the DCE, sending a list of answers to questions received...).

The candidate is informed that only the copy of the consultation file held by the contracting authority is authentic.

### 5. Specific provisions for phase 1 - Application

**The candidates will have to produce** the documents defined below written in French or English.

**The elements necessary for the application defined below are produced during the phase 1: selection phase of applications.**

The elements necessary for the selection of the offer **will then be produced only by the selected candidates.**

## 5.1 Elements necessary for the selection of applications:

Each candidate must produce **the application form (in xlsx) attached to this document, to which the following documents will be attached:**

- Declaration on honor justifying that the candidate does not fall into any of the cases mentioned in articles L. 2141-1 to L. 2141-5 or articles L. 2141-7 to L. 2141-10 of the Public Procurement Code (document attached)
- Where applicable, the document(s) relating to the powers of the person authorized to commit the company
- In the case of a grouping, the authorisation document for the representative signed by the members of the grouping
- In case of subcontracting, the subcontracting declaration (attached to the Single Contract)
- Presentation and organization of the candidate (alone) or in a consortium (3 pages maximum)
- Description of the nature of similar services including graphical elements

The candidate may prove his capacity by any other document considered equivalent by the contracting authority if it is objectively impossible for him to produce one of the requested information relating to his financial capacity.

If, in order to prove his capabilities, the candidate wishes to rely on the professional, technical and financial capabilities of any other participant (particularly a subcontractor), he must produce the documents relating to this participant referred to in this article above. He must also justify that he will have the capabilities of this participant for the execution of the contract by a written commitment from the participant.

Pursuant to Article R. 2143-16 of the Public Procurement Code, as part of their application, candidates are required to attach a translation into **French or english** to elements written in another language.

It is brought to the attention of candidates that, in accordance with the provisions of Article R. 2143-13 of the Public Procurement Code, they are not required to provide supporting documents and means of proof that the buyer can obtain directly through:

- An electronic system for the provision of information administered by an official body provided that access to it is free and, where appropriate, that all the information necessary for consultation is included in the application file;
- Of a digital storage space, provided that all the information necessary for consultation is included in the application file and that access to it is free.

Furthermore, in accordance with the provisions of Article R. 2143-14 of the Public Procurement Code, candidates are not required to provide the contracting authority with supporting documents and means of proof that have already been submitted during a previous consultation and which remain valid.

Finally, according to the provisions of Article R. 2143-4 of the Public Procurement Code, the contracting authority accepts that candidates submit their application in the form of a single European market document (DUME) established in accordance with the model laid down by the European Commission regulation establishing the standard form for the European single market document, instead of the sworn declaration and the information mentioned in Article R. 2143-3.

Applicants may constitute or reuse a DUME in its electronic version via one of the following urls:

<https://ec.europa.eu/tools/esp/> OR <https://dume.chorus-pro.gouv.fr/>

It is specified that the contracting authority does not allow candidates to limit themselves to indicating in the single European procurement document that they have the required skills and abilities without providing specific information on them.

## 5.2 Judgment of the applications

The criteria for the admissibility of applications are:

- Technical and financial guarantees and capabilities
- Professional capabilities

Applications are declared inadmissible if they do not provide sufficient financial, technical and professional guarantees in relation to the purpose of the service.

## 5.3 Selection of applications

Subject to the administrative compliance of the application file, the Awarding Authority will proceed with the analysis and selection of applications in accordance with the following assessment criteria:

Selection criteria	Weighting
Human resources available: - The intervention capacity (average annual workforce of the candidate) - Human resources of the candidate, particularly with regard to their study titles, diploma and certification - A summary presentation of the candidate (3 pages in A4 format maximum) including the list of members of each entity, the respective areas of expertise and its organization in the form of, for example, an organizational chart.	15%
Technical capacity References of similar services or operations: Evaluation of the candidates' references assessed in light of the corresponding references to similar contracts* executed over the last 10 years with mention of the precise period of completion. The references will be assessed in terms of their quality and relevance to the service The same reference can be used by the candidate (alone or in ) to demonstrate several skills (for example, design in new construction and rehabilitation of a complex). grouping	85%

\*an experiment will be considered similar to the project if it meets at least one or more of the following similarity criteria (see table below).



List of similarity criteria		
Subject	Criteria N°	Similarity criteria
Design services	1	The candidate or one of the consortium members (in case of a grouping) carried out project management <b>studies for the construction of new energy-efficient buildings.</b>
	2	The candidate or one of the consortium members (in case of a grouping) has carried out <b>project management studies for the energy rehabilitation of buildings.</b>
	3	The candidate or one of the consortium members (in case of a grouping) has carried out seismic studies
Destination	4	The candidate or one of the consortium members (in case of a grouping) has carried out the design of a building used for educational purposes <b>or student accommodation.</b>
	5	The applicant or one of the consortium members (in case of a grouping) carried out the design of a building used as a public swimming pool.
Location	6	The applicant or one of the consortium members (in <b>case of a grouping</b> ) <b>executed the design of the EU built construction project</b>

For each reference indicated, the candidate will provide in his application file a brief description in A4 format of the nature of the services with graphic elements (plans, images, photos of the completed construction).

Applications that have achieved the minimum level of capacity will be ranked according to the score obtained on the criteria indicated above. The applications ranked among the first 4 will be retained – in phase 2 – to submit an offer.

## 6. Specific provisions for phase 2 - Offer

### 6.1 Judgment of the offers

The criteria used to evaluate tenders are weighted as follows:

<p><b><u>Price of the services</u></b></p> <p><b>Subject to not exceeding a maximum amount of €500,000 including VAT for the entire market.</b></p> <p>Definition and assessment of the criterion: The maximum score (NM) will be awarded to the candidate who submitted the lowest financial offer. The other candidates will be assigned a score calculated on the basis of the following formula:</p> $N = NM \times (WCO/NAO)$ <p>where N is the candidate's grade, OMD the amount of the lowest bid, OAN the amount of the bid to be noted.</p>	30 / 100
<p><b><u>Proposed organization and methodology</u></b></p> <p>Definition and assessment of the criterion: Proposed organization and methodology</p> <p>Definition and assessment of the criterion: Quality and relevance of the proposed methodology for the implementation of services.</p> <ul style="list-style-type: none"> <li>- Understanding of AFD's expectations</li> <li>- Relevance and the proposed methodology</li> <li>- Relevance of the proposed work plan (number of days, distribution between the different experts, site visits, etc.).</li> <li>- Team composition and organization</li> <li>- Organization and articulation of tasks during the contract</li> </ul>	30 / 100
<p><b><u>Qualifications and experience of the personnel assigned to perform the contract</u></b></p> <p>Definition and assessment of the criterion: Demonstration of the skills, experience and knowledge of the teams assigned to perform the services.</p>	35 / 100
<p><b><u>Environmental &amp; Social Criterion</u></b></p> <p>Definition and assessment of the criterion: CSR criterion: - Relevance of actions to reduce carbon emissions and/or energy consumption applicable to the purchase</p> <ul style="list-style-type: none"> <li>- Relevance of actions in favor of professional gender equality, diversity, quality of life at work</li> </ul>	5 / 100

**Eliminatory score:** Bidders who have obtained a total technical score of less than **40/65** (excluding price) will be eliminated and will not be invited for the possible phases of negotiations.

The contracting authority will reject the inappropriate tenders. After an initial classification based on the criteria defined above, all candidates admitted to the offer phase and having obtained a technical score higher than the **eliminary technical score of 40/65** will be admitted to any negotiations.

The contracting authority reserves the right to draw up, after the first round of negotiations, a new shortlist comprising the two tenderers who have submitted the most economically advantageous tender in the second round and to hold **further negotiations with them**.

After possible negotiations with these candidates (except if there are insufficient candidates), the contracting authority will choose the most economically advantageous tender.

As part of these negotiations, the last 2 selected candidates may be invited as many times as necessary by the contracting authority, under strict conditions of equality, to specify, supplement or modify their offer without substantial changes being made to the specifications.

AFD reserves the right to organize several rounds of negotiations with selected candidates.

AFD also reserves the right to award the contract based on the initial offer, without negotiation.

## 6.2 Award of the contract

The regulation no longer requires economic operators, whether they are bidding on their own or in a group, to sign their offer. However, **the signature of the tender by the successful candidate must be completed at the latest when the contract is awarded.**

Prior to the signature of the contract by the Contracting Authority, and in accordance with article R2144-7 of the Public Procurement Code, the awardee (or all members of the awarding group, including any subcontractors) must transmit on the tool for collecting supplier certificates that the Contracting Authority has equipped itself with (Provigis tool) the documents below requested:

- A valid document attesting to the effective registration of the structure (K-bis extract or equivalent);
- A valid certificate issued by the competent authorities certifying that the candidate is up to date with their social obligations (URSSAF, RSI, AGESEA, MDA...);
- The nominative list of foreign workers outside the EC or posted, employed by the structure or failing that a sworn statement of non-employment of foreign workers outside the EC (dated less than 6 months);
- A valid tax certificate issued by the competent authorities certifying that the applicant is up to date with his/her tax obligations;
- A valid civil and/ or professional liability insurance certificate.

In order to satisfy this latter obligation, the applicant established in a State other than France must produce a certificate drawn up by the administrations and bodies of the country of origin. Where such a certificate is not issued by the country concerned, it may be replaced by an affidavit, or in those States where no such oath exists, by a solemn declaration made by the person concerned before the competent judicial or administrative authority, a notary or a qualified professional organization of the country.

Failure to submit these documents within the set time limit will result in rejection of the successful candidate's offer and elimination.

The next applicant will then be asked to produce the necessary certificates and attestations before the contract is awarded.

## 7. Conditions for sending and submitting applications and offers

The transmission of documents by electronic means can only be carried out at the following address: <https://www.marches-publics.gouv.fr/>.

The reference time zone will be (GMT+01:00) Paris, Brussels, Copenhagen, Madrid.

Each transmission will be subject to a certain date of receipt and an electronic acknowledgment of

receipt.

It is strongly recommended to initiate the tender submission **at least 2 hours before the DLRO**.

In case of difficulties, please contact the PLACE platform support (<https://www.marches-publics.gouv.fr/>)

Accepted file formats:

In the event of a response being sent electronically, the documents provided must be in one of the following formats, otherwise the offer will be inadmissible:

- Microsoft proprietary office format compatible with 2003 version (.doc, .xls and .ppt),
- Universal text format (.rtf),
- PDF Format (.pdf),
- Image formats (.gif, .jpg and .png),
- Format for plans (.dxf and .dwg).

Any document containing a computer virus will be the subject of a security archive and will be deemed never to have been received. The concerned candidate will be informed. Under these conditions, candidates are advised to submit their documents to an anti-virus before sending.

Backup copy:

Candidates may also send, within the allotted time for the submission of tenders, a backup copy on a physical electronic medium (CD-Rom, DVD-Rom, USB key) or on paper. This copy is sent to the address below, in a sealed envelope and must include the mention: 'backup copy', the identification of the procedure concerned and the contact details of the company:

Group Purchasing Department (DAG)  
Procedure No.: VIL-2025-0260  
5 Rue Roland Barthes  
75012 Paris  
FRANCE

The documents of the backup copy must be signed (for documents whose signature is mandatory). If the physical medium chosen is paper, the signature is handwritten. If the chosen physical medium is electronic, the signature is electronic.

This backup copy may be opened in the cases described in Article 2 II of the decree of March 22, 2019 setting the terms for making available the consultation documents and the backup copy.

The unopened envelopes containing the backup copy will be destroyed by the contracting authority at the end of the procedure.

## 8. Additional information

In order to obtain any additional information related to this consultation, applicants must submit their application in good time:

- Electronically, exclusively on the dematerialization platform, at the following URL: <https://www.marches-publics.gouv.fr/>

Only requests made at least **8 days** before the deadline for receipt of tenders will be answered by the contracting authority.

A response will be sent no later than **6 days** before the date set for the receipt of offers to candidates who have uploaded the consultation file on the dematerialization platform after having previously identified themselves

Regarding the information relating to the *delivery* of dematerialised offers, please refer to the article Conditions for sending and delivering applications and/or offers in this document.

## 9. Appeal procedures

This decision may be appealed before the Administrative Tribunal of Paris.

The remedies and time limits available to the candidate are:

- Pre-contractual reference provided for in articles L. 551-1 to L. 551-12 and R. 551-1 to R. 551-6 of the Code of Administrative Justice (CJA), which may be exercised before the signing of the contract.
- Contract application procedure provided for in articles L. 551-13 to L. 551-23 and R. 551-7 to R. 551-10 of the CJA, which may be exercised within the time limits set out in article R. 551-7 of the CJA, after the signing of the contract.
- Full jurisdiction to challenge the validity of the contract, open to third parties within 2 months from the completion of appropriate publicity measures.

# ANNEX: DECLARATION OF HONOUR

I, the undersigned .....

Acting in the capacity of .....

Company name and address: .....

.....

## **a) declares on his honor:**

☐ either be the legal representative of the company identified in the legal documents

☐ hold an authorization authorizing him to engage the company in the context of this consultation (delegation of signature communicated)

## **b) declares on his honor not to fall into one of the exclusion cases provided for in Articles L. 2141-1 to L. 2141-5 or Articles L. 2141-7 to L. 2141-10 of the Public Procurement Code.**

*N.B.: When an economic operator is, during the procedure for awarding a contract, placed in one of the exclusion cases mentioned in Articles L. 2141-1 to L. 2141-5, Articles L. 2141-7 to L. 2141-10 or Articles L. 2341-1 to L. 2341-3 of the French Public Procurement Code, he informs the buyer without delay of this change of situation.*

## **Evidence documents available online:**

Internet address at which supporting documents and means of proof are accessible directly and free of charge, as well as all the information necessary to access them:

- Internet address: .....

- Information required to access it: .....

.....

**c) declares on my honor that I am not, and that none of the members of my group, nor of my suppliers, contractors, consultants and subcontractors are included in the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular under the heading of the fight against the financing of terrorism and against breaches of international peace and security, and I undertake to inform the Agency without delay of any change in the situation**

Done at .....

The .....

Signature .....

.....

## 10. Appendix: Imposed response framework (to be provided only for those who will be invited to submit an offer, phase 2)

The Provider's responses must not exceed 30 pages (excluding CSR – excluding CV and appendix). These responses must imperatively respect the following framework:

### A - Summary of your offer

#### A.1 - Understanding project expectations

The candidate will have to propose an architectural and energy efficiency strategy specific to the different sites for rehabilitation and construction works. This strategy will need to go beyond generic solutions by demonstrating a clear understanding of the project context as well as the site specific constraints and opportunities. Visual illustrations or concept maps are encouraged to support and clarify the proposed approach.

#### A.2 - Summary of the steps of your intervention

#### A.3 - Overall Mission Schedule

### B - Strengths and added value of your offer to carry out this mission

### C - Detailed description of your offer

C.1 - Detailed description of the content of the requested activities including recommendations for achieving the objectives defined in the upstream phase in terms of energy efficiency, environment and social diligence, etc.

C.2 - Means implemented

C.3 - Instances and practical methods of steering the mission

C.4 - Detailed table of deliverables

C.5 - Detailed planning

### D - Recommendations from the provider for the successful completion of the mission

### E - Presentation of the team that will intervene on this mission

E.1 – Constitution of the team and distribution of responsibilities among its members

E.2 – CVs of the speakers (3 pages maximum per speaker)

### F – CSR Consideration

**E.1** – Environmental action implemented for the service in accordance with the contract

**E.2** – Social action implemented for the service in accordance with the contract

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## 11. Appendix: Signature Certificate Requirements

### Certificate of signature:

The signatory's signature certificate must comply with the eIDAS regulation or equivalent and meet the required level of security. The RGS (general safety reference) has been replaced by the eIDAS regulation since October 1, 2018.

Nevertheless, for candidates who already have an "RGS" certificate, it remains usable until the end of its validity period.

### **- Case 1: Certificate issued by a "recognized" Certification Authority - No supporting documents to provide**

The certificate of signature is issued by a Certification Authority mentioned in the following trusted list:

<https://www.ssi.gouv.fr/administration/visa-de-securite/>

European applicants will also find the complete list of providers on the trusted list maintained by the European Commission:

<https://webgate.ec.europa.eu/tl-browser/#/tl/FR>

In this case, the bidder has no supporting document to provide on the signature certificate used to sign its response.

### **- Case 2: The electronic signature certificate is not referenced on a trusted list - Different supporting documents to be provided**

The dematerialization platform accepts all electronic signature certificates with security conditions equivalent to those of the General Security Framework (RGS) and "eIDAS".

The candidate ensures by himself that the certificate he uses is at least compliant with the security level defined by the General Security Framework (RGS) or "eIDAS", and provides the supporting documents in his electronic response.

The candidate shall also provide all technical elements enabling the contracting authority to ensure that the certificate used is technically valid.

Thus, the signatory must transmit with their electronic response the following elements:

a) any element allowing the verification of the quality and security level of the signature certificate (proof of the qualification of the Certification Authority, certification policy, address of the website referencing the Certification Authority),

b) the technical tools for certificate verification (full certificate chain up to Root CA, download address of latest certificate revocation list update).

It is specified that all these elements must be free of access and use for the buyer, and be accompanied by clear instructions for use if applicable.

Signature tool used to sign files:

The regulation allows the bidder to use the signature tool of their choice.

**- Case 1: The bidder uses the platform's signature tool - No supporting documents to provide**

The platform integrates an electronic signature tool, which produces signature tokens in the XAdES regulatory format.

In this case, the bidder has no documentation to provide on the transmitted electronic signatures and the signature tool used.

**- Case 2: The bidder uses a different signature tool than the one integrated into the platform  
- Different supporting documents to be provided**

When the candidate uses a signature tool other than that of the platform, he must comply with the following two obligations:

a) Produce XAdES, CAdES or PAdES signature formats.

) Allow verification by transmitting in parallel the elements necessary to proceed with the verification of the validity of the signature and the integrity of the document, free of charge.

**ATTENTION:** It is brought to the attention of candidates that the use of an electronic signature must not conflict with the article "Conditions for sending and submitting applications and offers", paragraphs "Accepted file formats". As such, it is recommended to use a 'detached' signature when the signature tool allows it; in order to deliver a document in an accepted format.

It is specified that all these elements must be free of access and use for the buyer, and be accompanied by clear instructions for use if applicable.